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CWU Faculty Senate Minutes - 04/29/1992

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CENTRAL WASHINGTON UNIVERSITY**FACULTY SENATE MEETING - April 29, 1992**

Presiding Officer: Charles McGehee
Recording Secretary: Sue Tirotta

Meeting was called to order at 3:10 p.m.

ROLL CALL

Senators: All Senators or their Alternates were present except Carns, Duncan, Kimball, McPherson, Thelen and Yu.
Visitors: Ona Youmans, Carol King, Barry Donahue, Anne Denman, Barbara Radke, Morris Uebelacker, Kris Henry, Don Schliesman and Carol Barnes.

CHANGES TO AGENDA

Add Addendum to Curriculum Committee report (UCC Page 1152 - SOC 464; changes to UCC Page 1155; UCC Page 1166 with change).

APPROVAL OF MINUTES

The minutes of the April 8, 1992 Faculty Senate meeting were approved as distributed.

COMMUNICATIONS

-4/6/92 memo from President Ivory Nelson requesting faculty nominations for Search Committees for Provost and Vice President for Academic Affairs; referred to Executive Committee.
-4/8/92 letter from Connie Roberts, Dean of Undergraduate Studies, regarding Undergraduate Council recommendation to change Graduation with Distinction policy; referred to Academic Affairs Committee.
-4/13/92 letter from Mrs. Sterling Munro; referred to Executive Committee (see Chair's Report below).
-4/16/92 memo from Karen Adamson, Accounting, regarding faculty gender and salaries; referred to Executive Committee.
-4/20/92 memo from Connie Roberts regarding 1993-94, 1994-95 Quarterly Calendars; see Chair's report below.
-4/21/92 letter from Nancy Howard, Director of Affirmative Action, regarding faculty salary study; referred to Senate Executive Committee.

REPORTS

1. **CHAIR**

-Chair McGehee read aloud a 4/13/92 letter from Mrs. Sterling Munro: "Dear Mr. McGehee and Dear Faculty Friends -- Your kind letter in memory of Sterling was deeply appreciated by me and our family. Sterling loved Central and had great admiration for all of you struggling to educate our future generations of students. He felt the job you do was the most important for our society to survive. Your hard efforts were so much appreciated by him and me. Thank you for your friendship and your care. Sincerely, Gene Munro."

***MOTION NO. 2840** Chair McGehee moved approval of the 1993-94 and 1994-95 Quarterly Calendars as submitted by the Dean of Undergraduate Studies:

CENTRAL WASHINGTON UNIVERSITY--QUARTERLY CALENDAR

FALL QUARTER	1993-94	1994-95
Date admissions process for Fall Quarter should be completed	May 1	May 1
Advising and orientation of new students	September 20	September 19
Registration	September 20, 21	September 19, 20
Classes begin	September 22	September 21
Change of Class Schedule Period	September 22-28	September 21-27
Uncontested Withdrawal Deadline	November 5	November 4
Advising Week	November 1-5	October 31-November 4

Veterans Day Holiday	November 11	November 11
Pre-registration for Winter Quarter	November 8-19	November 7-18
Thanksgiving Recess (begins Noon Wednesday)	November 24, 25, 26	November 23, 24, 25
Final Exam Week	December 6-10	December 5-9
DAYS OF INSTRUCTION	54.5	54.5
WINTER QUARTER	1993-94	1994-95
Date admissions process for Winter Quarter should be completed	October 1	October 1
Advising and orientation of new students	January 3	January 2
Registration	January 3	January 2
Classes begin	January 4	January 3
Change of Class Schedule Period	January 4-10	January 3-9
Martin Luther Kings Jr's. Day Holiday	January 17	January 16
Uncontested Withdrawal Deadline	February 11	February 10
Advising Week	February 14-18	February 13-17
Presidents' Day Holiday	February 21	February 20
Pre-registration for Spring Quarter	February 22-March 4	February 21-March 3
Final Exam Week	March 14-18	March 13-17
DAYS OF INSTRUCTION	52	52
SPRING QUARTER	1993-94	1994-95
Date admissions process for Spring Quarter should be completed	February 1	February 1
Advising and orientation of new students	March 28	March 27
Registration	March 28	March 27
Classes begin	March 29	March 28
Change of Class Schedule Period	March 29-April 4	March 28-April 3
Uncontested Withdrawal Deadline	May 6	May 5
Advising Week	May 9-13	May 8-12
Pre-Registration for Summer Session	May 2-27	May 1-26
Pre-registration for Fall Quarter	May 16-27	May 15-26
Memorial Day Holiday	May 30	May 29
Final Exam Week	June 6-10	June 5-9
Commencement	June 11	June 10
DAYS OF INSTRUCTION	53	53
SUMMER QUARTER	1993-94	1994-95
Date admissions process for Summer Quarter should be completed	June 1	June 1
Registration (First, Second, Full and 6 Weeks)	June 20	June 19

Classes begin (First and Full Sessions)	June 20	June 19
Change of Class Schedule Period	June 21-22	June 20-21
Classes begin (Six Week Session)	June 27	June 26
Independence Day Holiday	July 4	July 4
First Term Closes	July 20	July 19
Registration (Second Term Only)	July 21	July 20
Classes Begin (Second Term)	July 21	July 20
Change of Class Schedule Deadline (Second Term)	July 22	July 21
Six Week Session Closes	August 5	August 4
Second and Full Terms Close	August 19	August 18

Senator Owen Pratz, Psychology, commented that there is considerable faculty support for beginning Fall quarter later and shortening the Winter break. Chair McGehee pointed out that the proposed calendars for 1993-94 and 1994-95 are not similar to last year's, which was an exception, but are based on prior years' calendars and present no new concepts. Senator Ken Hammond, Geography, supported minimizing the Winter break. He stated that the federal government's employment year ends October 1, and students employed by the government lose money if they must leave their jobs before that date. Chair McGehee stated that students employed during Winter break are also affected monetarily by a change in the calendar. Senator Teresa Martin, English, questioned if energy savings were realized by extending the Winter break. Chair McGehee replied that there are savings, but the amount is unknown.

Senator Ed Golden, Business Administration, supported a change in Summer Session to a 10 week schedule similar to the other three quarters. Don Schliesman, Provost and Vice President for Academic Affairs, stated that Summer Session scheduling is directly related to the needs of its main constituency: K-12 school teachers. He explained that school district employees want a break between the end of Summer Session and their return to work in the Fall; in the Spring, Summer Session is affected by how late CWU's Spring quarter ends. He added that modification of the Summer Session schedule has been discussed and considered in the past, but no solution has been reached. Senator Barney Erickson, Math, (former Director of Summer Session) elaborated on the unique scheduling problems of Summer Session. Senator Golden suggested that the School of Professional Studies consider a Summer Session calendar different from that of the rest of the university. Provost Schliesman recommended that this suggestion be made next time the Summer Session calendar is considered.

Provost Schliesman stated that another factor that must be considered when changing the schedule is that the football team return to campus to begin practice directly after Labor Day. The Athletics program pays an estimated \$7,000-\$8,000 per week for additional room, board and meal service to these students until Fall quarter begins. He added that Central has tried to maintain an average of 10 weeks (52-53 instructional days) per quarter.

Senator Chip Simmons, ASCWU/BOD, reiterated that many students depend on the lengthy Winter break to earn income to see them through the Spring quarter. Senator Jim Ponzetti, Home Economics, asked whether the calendar must be approved now. Provost Schliesman replied that the calendar must be finalized by December 1992 in order to be included in the next university catalog. Senator Simmons suggested that students be polled during the May 7 student body elections to ascertain their wishes regarding the calendar.

Provost Schliesman noted that a solution to most of the problems encountered with the quarterly calendar would be a change to an early semester system. This idea was supported by President Ivory Nelson, and it was suggested that discussion of a semester system be placed on an upcoming Faculty Senate agenda.

***MOTION NO. 2841** Owen Pratz moved and Barney Erickson seconded a motion to table consideration of the 1993-94 and 1994-95 quarterly calendars until the May 20, 1992 Faculty Senate meeting so that an evaluation of the consequences of a one week delay of Fall quarters 1993 and 1994 can be made. Motion passed (1 no).

2.

PRESIDENT

President Ivory Nelson reported that a thorough examination of the university budget is continuing, and it is clear that next year's proposed operating budget is "too fat" for the revenues expected. He stated that Central's 2.5% biennial budget reduction over 19 months is, in effect, a 3.1%+ real reduction when implemented over the 24 months mandated by the Office of Financial Management (OFM). This amounts to a reduction of \$2.8 million rather than the originally estimated \$2.2 million. This will translate to an approximate \$3 million reduction in Central's budget base for the next biennium. The President added that the outcome of Central's fire protection payment responsibilities is still unclear and that a \$450,000 "one-

time-only infusion" has been borrowed from Extended University Programs to balance the biennial budget.

President Nelson stressed that Central will face difficult funding issues in the future, and the university will be required to closely examine all curricula and programs and "make some hard decisions." Enhancement package proposals are being prepared, but the President reminded the Senate that only one such package was funded (for increased FTE enrollment) in this biennium. The President stated that the university is establishing a strategy for preparing enhancement packages that are "politically supportable." He added that simple requests for increased staffing, more goods and services, and more equipment are "falling on deaf ears," and OFM predicts a revenue shortfall in the next biennium.

Membership on three search committees (Provost and Vice President for Student Affairs; Vice President for Student Affairs; and Dean of the College of Letters, Arts and Sciences) will be finalized by the President within the next week. Representatives from faculty, staff and student constituencies will be included on each committee, with special attention to minority and gender balance. The committees will convene during the remainder of Spring quarter to prepare job descriptions and announcements and do other preliminary work. The three administrative positions will be advertised during July and August, with closing dates in September or October.

The Strategic Planning process is proceeding. Information is being gathered, but no members have yet been appointed to a Strategic Planning Committee.

Senator Vince Nethery, PEHLS, asked if the chair of the Faculty Senate had been appointed as chair of the Search Committee for Provost and if this committee position were ex officio in nature. President Nelson reported that all search committee appointments would be officially announced from his office in the near future, but no appointments would be made on a solely ex officio basis.

3. EXTENDED UNIVERSITY PROGRAMS

Carol Barnes, Dean of Extended University Programs, reported that C.W.U. established its extended-degree centers in the Puget Sound area in the late 1970's and early 1980's. At that time, the state of Washington was in overall recession, enrollments were down and Central was in a budget deficit situation. In order to avoid layoffs of personnel, Central decided to seek additional enrollments in the Seattle-Tacoma area. To cover additional courseloads due to increasing off-campus enrollments, some C.W.U. full-time faculty chose to move to the Westside centers. Over the past 10 years, the centers have grown and become prosperous. By the mid 1980's, the off-campus centers were enrolling about 10% of the total C.W.U. FTE count. Money generated through self-support classes, which were offered as a result of over-enrollment at the centers, was returned to the main campus. This money built up in a contingency fund on the Ellensburg campus which has helped cover C.W.U.'s unfunded commitments and have amounted to over \$500,000 in the past two years. Although the possibility remains that an underenrollment may occur at C.W.U. during Fall 1992, Dean Barnes reported that Jim Pappas, Dean of Admissions, feels increasingly confident that Central's enrollment will fall within the 2% FTE under-enrollment range.

Dean Barnes distributed the off-campus centers' promotional brochure. She explained the relationship between off-campus and on-campus programs by sharing the results of a survey instituted two years ago to ascertain the profile of the off-campus, placebound student: (1200-1300 headcount/quarter; 828 survey respondents at registration):

- 65% of all enrolled students are over 25 years old; 14% are over 40 years old; (average age is 30 across all centers, with largest group 25-29 years old -- at Yakima Center, most students are 36-41 age bracket);
- 30% work part-time; 46% work full-time;
- 61% have children living at home;
- 60% expect to spend more than 6 quarters to attain their Bachelor's degree; 25% expect to spend more than 9 quarters to attain their degree;
- 42% attend classes only in the evenings; 35% attend both evening and day classes; 23% attend only day-time classes;
- 34% are enrolled in Business Administration; 32% are in Accounting; 19% are in Early Childhood Education; 11% are in Law and Justice; 2% are in the EEII Program in Puyallup; and 1% are in the Special Education Program.
- although national statistics show 46% men and 54% women in their last two years of college, the Ellensburg campus has 48% men and 52% women (1990) and off-campus students are 70% women and 30% men (75% of students at South Seattle and Yakima centers are women).

Dean Barnes summarized that it is apparent from the information gathered that the type of placebound students served by off-campus programs do not represent enrollment competition to the Ellensburg campus. Statistics, graphs and charts as a result of the survey have been distributed to all departments; copies are available from the EUP Office. Surveyed students commented that they appreciate the quality, affordability and convenience of the off-campus centers but would like to see more classes and degree programs offered.

Dean Barnes stated that the Westside centers have far more capability to serve students than is currently being utilized. The 10% cap on off-campus C.W.U. enrollments is an internally set quota. She hypothesized that the Ellensburg campus could probably make up underenrollment through its off-campus centers.

Senator Hammond asked what additional courses students have expressed an interest in

that are not now offered. Dean Barnes replied that students want more degree programs, especially in the area of Education, and more liberal arts support courses, for programs such as Law and Justice, in Sociology, Psychology and Political Science. More faculty are needed to teach in support of degree programs, and she invited volunteers to contact her office.

President Nelson stated that an underenrollment on the Ellensburg campus could theoretically necessitate the use of the off-campus centers as an option to employ faculty and increase enrollments to satisfy the 2% FTE range mandated by the state. He emphasized that the penalty for missing the 6% plus- or minus- enrollment range set by the state is the absolute cost per FTE (approximately \$6000/FTE) and must be refunded.

4. FACULTY RETIREMENT OPTIONS

C.W.U. Benefits Officers Ona Youmans and Carol King reported on the history of faculty retirement options and recent, major changes in the TIAA-CREF system as a result of the perceived desires of its clientele. Ona Youmans stated that TIAA-CREF is the retirement provider for most higher education faculty; TIAA was started in 1918, CREF was added in 1952, and Central has offered TIAA-CREF as its faculty retirement plan since 1957. In January 1990, Bernie Martin (Computer Science/Math), Chair of the Retirement and Insurance Committee created an Ad Hoc Committee with the concurrence of then Faculty Senate chair Beverly Heckart to discuss new options being proposed by TIAA-CREF. Included among the past and present committee members: Charles Vlcek, Eldon Jacobsen, Jim Brooks, Martin Kaatz, Bill Owen, Victor Marx, Wolfgang Franz, Jerry Jones, Eva Marie Carne, Deborah Medlar. Some of TIAA/CREF's new options, such as the Social Choice Account and the Bond Market Account, have already been implemented, but major changes in the areas of cashability and transferability are still in discussion. Ms. Youmans noted that any of the new options being made available by TIAA-CREF must be adopted at the institutional, rather than just the national, level.

An inter-institutional committee of retirement and insurance officers has been discussing cashability and transferability for about 18 months and is attempting to retain the overall uniformity that has existed in the UW, WSU, EWU, WWU, TESC and CWU faculty retirement plans. The American Association of University Professors' (AAUP) joint statement on the basic purpose of retirement plans recommends that pension plans provide a "lifetime annuity benefit," i.e., no cash-out but assured income until death. At this point, TIAA/CREF allows a 10% withdrawal of accumulated contributions being converted to annuity payments as a "transition benefit." After extended discussion, the C.W.U. Retirement and Insurance Ad Hoc Committee decided that the 10% "retirement transition benefit" was generally sufficient, although the committee felt there should be provision for exceptions to this rule, e.g. in cases of terminal illness. However, the committee did agree that up to 50% cashability (i.e., monies attributable to employee contributions only) would be acceptable if that kept Central's plan essentially in line with the others. The idea of transferability to retirement options other than TIAA-CREF has received "lukewarm interest" from Central's faculty. The inter-institutional committee has examined the legality and political feasibility of various proposals and has been working with a consultant for selection of potential alternative vendors to TIAA-CREF.

Carol King emphasized that the ultimate goal of the inter-institutional committee in considering transferability and alternate carriers is to increase the faculty's retirement investment options and flexibility. The consultant helped the inter-institutional committee develop specific, objective criteria (heavily weighted toward investment interests) to evaluate results of a request-for-proposal and detailed questionnaire sent to 29 insurance companies and 20 mutual fund companies. There were 15 responses, with 11 respondents meeting minimum screening criteria. 4 mutual fund companies (Scudder, Vanguard, T. Rowe Price, and Fidelity) were most highly rated. Fidelity's proposal included an insurance product (Metropolitan Life) connected to its mutual fund investment options. Representatives of the 4 finalist companies were invited to interview at the University of Washington with benefit officers and the consultant. As a result, it was determined that Scudder would be eliminated from consideration based on concern for their ability to handle the administrative requirements of the Washington state higher education system. Therefore, if alternatives to TIAA-CREF are implemented, it will be through Vanguard, T. Rowe Price and Fidelity. Materials presented by each company interviewed are available for review at the C.W.U. Personnel Services Office.

Ona Youmans added that W.S.U. expects to present a proposal to its Board this Summer for implementation of a 50% cash-out option effective Fall 1992 and addition of the three alternative retirement plans; W.W.U. will attempt to implement 50% cashability (possibly with 100% cash-out option) by January 1, 1993; the U.W. Board recently approved 50% cashability (with spousal consent), effective immediately, and hopes to have the alternative plans in place January 1, 1993; E.W.U. will present a proposal for 100% cashability to its Board this Spring, with eventual implementation of the alternative plans; and T.E.S.C. is "in no hurry" to make the changes, but will inform its Board of the options available. Ms. Youmans stated that bringing the alternate plans on board by January 1, 1993, is probably a little optimistic considering the amount of work required. At the last C.W.U. Retirement and Insurance Ad Hoc Committee meeting, it was decided that an attempt should be made to have 50% cashability in place at Central by or before January 1, 1993, but there was very little interest in implementing the alternative plans "with any great speed," although it was agreed that uniformity should be retained among the six state universities. There is some sentiment at some of the other universities for a 100% cash-out option, and in response to questions regarding extent of cashability, Ms. Youmans and Ms. King stated that a sense of responsibility on the part of employers as well as political and liability issues seem to be involved in

limiting full cashability. The committee's recommendation of up to 50% cashability is expected to go forward for Board action; the committee's recommendations regarding alternative plans will be forwarded to the Faculty Senate for its information, probably this fall.

5. ACADEMIC AFFAIRS COMMITTEE
None

6. BUDGET COMMITTEE

***MOTION NO. 2842** Barney Erickson moved approval of allocation of the 3% January 1, 1993 salary increase for teaching and research faculty as follows:

- A. 0.5% to be used for merit increase;
- B. 2.5% to be used as an across-the-board increase.

It is further recommended that Academic Librarians and Counselors be granted a 2.5% salary increase, with the remaining 0.5% increase used to remedy "salary inequities."

RATIONALE: The budget bill states that, for teaching and research faculty, there will be an average 3% salary increase. There are no further restrictions or directions. It also states that "exempt" employees, which includes academic librarians and counselors, will receive a minimum 2.5% increase; the remainder will be used for salary inequities. This would enable C.W.U. to have one salary scale for faculty, librarians and counselors and delay further the fragmentation of our salary scale.

Senator Ed Golden, Business Administration, spoke in opposition to the motion, stating that the only provision for salary step increases in this plan is through merit award. He also noted that other state employees generally receive a scale adjustment plus a step increase. Senator Golden suggested that the difference in salaries between the higher steps of faculty retiring or leaving the university and new faculty hired at a lower step should be used to fund merit. Chair McGehee replied that these salary savings do not represent an available pool of money. President Nelson added that the issues surrounding faculty salaries and automatic scale adjustments are quite complex. Anne Denman, Associate Dean of the College of Letters, Arts and Sciences asked what 0.5% for merit represents in terms of dollars; Barney Erickson replied that he asked Vice President for Business Affairs Courtney Jones that question today, and the exact dollar amount was not known. Anne Denman stated that if the dollar amount for 0.5% merit is very low, she would see it as counterproductive to involve the faculty in the emotional investment of the merit process. Senator Eric Roth, Music, noted that the 3% overall increase does not cover the 3.1% national inflation level experienced last year. In response to questions, Barney Erickson stated that 0.8% of the last salary increase was allocated for merit, and 53% of the merit list was funded (all but one person received one salary step; one person received two steps).

Vote was held on MOTION NO. 2842. Motion passed.

7. CODE COMMITTEE

***MOTION NO. 2843** Owen Pratz moved approval of the following Faculty Code changes:

FACULTY DEFINED; RIGHTS AND RESPONSIBILITIES

2.10 Faculty - Defined

A. As used in this Faculty Code, the word "faculty" shall mean only those individuals employed full time by the university:

1. who teach, coach, serve as athletic director, supervise, research, or engage in similar academic endeavors in which students receive credit or academic benefit and who hold one (1) of the following academic ranks: professor, associate professor, or assistant professor, or who hold one of the following professional designations: lecturer, instructor, coach, or athletic director. [BT Motion 6330, 6/15/90]
2. who occupy administrative positions and who hold one (1) of the professional ranks listed in Section 4.20, and
 - a. who hold academic tenure or
 - b. who occupy one (1) of the following administrative posts: President, Provost and Vice President for Academic Affairs, Dean of Graduate Studies, Dean of Undergraduate Studies, dean of an academic school or college, Dean of Extended University Programs, or Dean of Library

Services.

3. who serve as librarians and/or professional media specialists or who serve as members of the counseling and testing services and who hold one (1) of the ~~professional designations or academic ranks~~ academic ranks or professional designations listed in Section 2.10 A.1.

- B. The word "faculty" as used in this code does not apply to any other employees of the university, including but not limited to adjunct faculty, part-time faculty (less than full-time assignment, by academic year or by quarterly assignment), emeriti on phased retirement notwithstanding section 9.92.F. of the Faculty Code, civil service employees, civil service exempt employees without academic rank and student employees. Such employees are not entitled to the rights and privileges of this code unless specific code provisions make such allowances.

APPOINTMENTS - ACADEMIC RANK AND DESIGNATIONS

4.50 Kinds of Appointments [BT Motion 6023, 9/29/86] [BT Motion 6330, 6/15/90]

- A. ~~With the exception of special appointments clearly and specifically limited to a brief association of one (1) year or less with the university (e.g., visiting faculty, part-time faculty, acting appointments, emergency appointments, lecturers, consultants), and appointments or reappointments of retired faculty members on special conditions, all full-time academic appointments to the rank of assistant professor or higher shall be of four the following kinds:~~

1. probationary, tenure-track appointments;
2. appointments with tenure;
3. administrative appointments;
4. ~~continuing renewable~~ appointments without tenure (~~lecturers~~);
- [NEW SECTION] 5. Adjunct appointments (instruction, research or clinical practice; clearly and specifically limited to specific courses, projects or service and limited in time by the duration of the specific assignment);
- [NEW SECTION] 6. Special appointments (clearly and specifically limited to a brief association of one (1) year or less with the university, e.g., visiting faculty, emergency appointments, reappointments of retired faculty members on special conditions, advisors or counsellors, etc.)

- B. Those who hold probationary tenure-track or continuing appointments are automatically entitled to a new contract if they are not notified of nonrenewal according to the notice requirements of this code. (See also section 5.45.) [BT Motion 6156, 6/17/88]

4.74 Renewable Contract Appointments Lecturers, Adjuncts [BT Motion 5932, 9/20/89]

Non-tenure-track ranked positions and Lecturers, coaches, athletic directors or adjuncts may be appointed by the Board of Trustees upon recommendation of an academic department, the appropriate academic administrators and the president when, in the judgment of the department, such appointments are desirable to help the department meet teaching loads.

- A. Non-Tenure-Track Ranked Positions and Lecturer - Rights, Privileges, and Limitations

Except as otherwise provided in the Faculty Code, these appointments shall have the following rights and privileges, and are subject to the following limitations:

1. Individuals appointed to the position of assistant professor, associate professor or professor on a renewable non-tenure-track contract have academic rank. Individuals appointed to the position of lecturer, coach or athletic director do not hold academic rank.
2. Non-tenure-track ranked positions, A Lecturers, coaches and athletic directors may be are normally appointed for a term of service not to exceed one year at a time, and may be subsequently reappointed for an additional term or terms of service, and may

be appointed to either full or part-time positions. Every effort will be made to notify individuals in such full-time positions in writing three months prior to expiration of the contract of intent to renew the contract. (See also section 5.50.)

3. The appointment of non-tenure-track ranked positions, coaches, athletic directors and lecturers is made by the Board of Trustees upon recommendation of the department involved and approval by the appropriate dean, the Provost and Vice-President for Academic Affairs, and the President.
4. A non-tenure-track ranked position, coach, athletic director or lecturer is not eligible for promotion, professional leave, tenure, and other similar benefits. However, A lecturer may at any time be given a ~~regular~~ tenure-track or non-tenure track renewable appointment with academic rank subject to the qualifications specified in section 4.30 of the Faculty Code and, with such ~~regular~~ appointment, upon recommendation of the department and approval by the appropriate dean, the Provost and Vice-President for Academic Affairs and the President, may be given the right by the trustees to apply the length of time served ~~as lectures~~ towards promotion, tenure, and professional leave or other similar benefits where applicable.
5. In appropriate cases unusual titles may be utilized with the lecturer classification, such as Senior Lecturer, unless restricted by this code.
6. All holders of full-time renewable contracts ~~lecturers~~ have rights and privileges of faculty as stipulated in Section 2.20, unless otherwise restricted by this code. Their teaching and non-teaching loads are governed by section 7.20 of the Faculty Code. They may serve on committees without restriction but may serve on the Faculty Senate only after three years continuous employment.

[NEW SECTION] 7.

Renewable contract appointments bearing the same academic rank titles as tenure-track appointments must meet the minimum qualifications required of tenure-track appointments of the same title as provided for in section 4.30 of this Code. If a person with a renewable contract appointment is transferred to a tenure track appointment, the rank of the tenure-track appointment, if ranked, may differ from the renewable contract non-tenure-track rank subject to the limitations of section 4.30, and is to be determined upon recommendation by the department, with the approval of the appropriate dean and the provost and vice-president for academic affairs and the president.

B. Adjunct Appointments

1. Academically qualified individuals who may be needed to assist with instructional, clinical or research programs, sometimes with nominal or no stipend, may be appointed by the Board of Trustees as adjunct faculty members with appropriate designation or academic title (i.e., lecturer, assistant professor, associate professor, or professor, etc.) and the appropriate parenthetic descriptions (Instruction, Clinical, Research). Each appointment is subject to the criteria for academic titles set forth in section 4.30 of the Faculty Code and to the recommendation of a department or program, the appropriate dean, the provost and vice president for academic affairs, and the president. Each adjunct appointment shall be for a specified task, project or service limited in time to the duration of the specific assignment ~~period of time~~ and may be renewed. These appointments should be directly related to the academic mission of the university and are not to be used as honorary titles nor to accommodate the interests of professional persons from outside the university. Such appointments are not intended to replace regular full-time or part-time faculty members. Adjuncts are not eligible for rank, tenure, or faculty privileges, except as given in Section 4.74.B.3.
2. Adjuncts may be appointed to serve in the following ways:
 - a. Adjunct (Instruction) may be appointed to provide field supervision and consultation, and/or instruct classes where no regular instructional employee is available or possesses the necessary expertise or as emergency situations require.
 - b. Adjunct (Research) may be appointed to direct or engage in research under a grant from an outside agency and may receive a stipend from the

university under the conditions of the grant.

- c. Adjunct (Clinical) may be appointed, if properly certified and in active clinical practice in the medical, dental or veterinary fields, in various academic programs where such expertise is needed.
3. While appointments covered in this section (4.74.B) may carry no salary stipend and service does not apply toward tenure or promotion, the appointments do carry the following privileges:
- a. Use of available university facilities, including library, as required for the adjunct's assignment.
 - b. Faculty rates at athletic and other events.
 - c. Employee benefits if and as stipulated in the individual adjunct's contractual agreement with the university.

4.75 Special Appointments

- A. The Board of Trustees may authorize full or part-time special appointments clearly and specifically limited to a brief association of one (1) year or less with the university, e.g., visiting faculty, emergency appointments, reappointments or retired faculty members on special conditions, advisors or counsellors, etc. using titles such as advisor or counselor. These shall be ~~term~~ appointments specifying a starting date and an expiration date. Service in such positions does not count toward tenure. Recommendations for such appointments are processed through departments and the appropriate academic administrators.
- B. Special appointments (~~term contracts~~) do not carry the right of renewal. Each such appointment contract shall specify a starting date and an expiration date. Such contracts do not carry implied or contractual understandings which provide entitlement to further employment. [BT Motion 5932, 9/20/85]
- C. Faculty who have special appointments are not eligible for merit or promotion. The appointee's salary level shall be set at each appointment after consultation with the department or program to which the appointment is made. [BT Motion 6023, 9/29/86] [BT Motion 6330, 6/15/90]

[DELETE
SECTION]

4.80 Nontenured Teaching Faculty Appointments

~~Except as otherwise provided in this code, nontenured appointments shall be made for no more than one (1) academic year at a time.~~

REAPPOINTMENT, TENURE, NONREAPPOINTMENT OF FACULTY

5.45 Non-Reemployment of Term Employees Non-renewal of Renewable Appointments Without Tenure, Special Appointments, Probationary Tenure-Track Appointments, and Adjuncts

- A. ~~Non-reemployment~~ Non-renewal of a ~~term or~~ renewable appointment without tenure, special appointment, or probationary ~~employee~~ tenure-track appointment at the end of the term of employment is not subject to investigation and review except that the employee may request an investigation and review to establish that written notice was or was not received in accordance with the provisions of this code or that ~~his~~ the person's academic freedom was violated. In such cases, the investigation and review will be concerned only with these possibilities and will not consider grounds for ~~non-employment~~ non-renewal (see Sections 4.50, 4.75B and 5.55).
- B. American educational practice permits great fluidity in the testing of a faculty member's permanent usefulness in a particular institution. The initial or experimental phase of a faculty member's career at an institution is wisely characterized by a minimum of formal judgment. Furthermore, non-tenure renewable appointments without tenure, special appointments, probationary tenure-track and adjunct appointments sometimes fall within the marginal area of an institution's educational and financial program; the termination of a faculty member may have no bearing whatsoever upon ~~his~~ the person's professional capacity. In addition, institutional policy does not envision granting tenure to all appointees.

- C. Central Washington University recognizes that the non-tenured member of the faculty, regardless of rank or designation, is entitled to the full protection of academic due process subject to the limitations noted in section 5.45A and to the traditional guarantees of academic freedom extended to tenured members of the faculty.
- D. Institutional responsibility begins with the initial appointment. Recommendations for such appointments shall be made by department or section chairs or other administrative officers only after due consultation with the department/section members. On the advice of the chair, the appropriate dean or director and the provost and vice president for academic affairs shall so state in writing to the new appointee at the time of first appointment, if for any reason the institution does not consider him/her eligible for tenure. Special procedures used by the department or section, if any, will be made known to each newly appointed member of the faculty by the chair.
- E. Subsequent to the initial appointment, departments/sections shall provide all appointees eligible for tenure or for continuing renewable appointment without tenure a fair opportunity to participate in the professional work of the department/section insofar as it is consonant with policy. The institution recognizes that the new faculty members are serving a kind of internship and that may not always be the best judge of their own effectiveness. The guidance and counsel of senior members of the faculty shall be available to them, as well as the opportunity to demonstrate their professional competence to those who will help determine whether a recommendation for granting tenure will ultimately be made.
- F. Upon the request of a faculty member who is in a probationary tenure-track position and who is not reappointed, or is denied tenure, the appropriate administrative officer of the institution shall provide a statement of the reasons of the peer review committee and of participating administrative officers for the unfavorable decision. (Ref. RCW 28B.10.648.) [BT Motion 5932, 9/20/85]
- G. Faculty members appointed to tenure-track positions are considered eligible for consideration for probationary reappointment until such time as they are not reappointed or obtain tenure. A faculty member denied tenure cannot be reappointed to another tenure-track position unless the dismissal occurred under financial exigency or unless there is a break in service of at least one year and the reason for not granting tenure has been overcome.

5.50 Nonreappointment - Notice Requirements

- A. Except with dismissal or termination as provided in this code, written notice by the president or his designee of a decision not to renew any faculty member's probationary tenure-track appointment, or of any intention not to recommend reappointment of any faculty member probationary tenure-track appointment to the Board of Trustees, shall be made according to the following schedule:

1. By March 15 or at least three (3) months before the end of his duties during the first academic year of service at the university or if a one (1) year academic appointment terminates during an academic year, at least three (3) months in advance of its termination;
2. Not later than December 15 of the second academic year of service at the university, or if a second-year appointment terminates during an academic year, at least five (5) months in advance of the effective date of termination;
3. By December 15 of the third academic year of service at the university, if the appointment expires at the end of the academic year, or if a third-year appointment terminates during an academic year, at least six (6) months in advance of the effective date of termination;
4. At least twelve (12) months before the expiration of an appointment after three (3) or more years of service at the university.

[NEW SECTION]

- B. Renewable appointments without tenure, adjunct and special appointments automatically expire at the time set forth in the contract. (See also sections 4.74.A.2 and 4.75.B.)

5.55 Nonreappointment - Academic Freedom

If a faculty member on probationary ~~or~~ tenure-track, renewable, adjunct, special or administrative appointment, who is not tenured, alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him/her, the allegation will be given preliminary consideration by the Faculty Grievance Committee according to the procedures outlined in Section 12 of this Code. (See also sections 5.45C and 5.45E.) [BT Motion 5932, 9/20/85]

Owen Pratz noted that the proposed changes were developed and approved by the Senate Executive Committee and the Deans' Council. Senator Vince Nethery, PEHLS, asked whether listing the position of Athletic Director as a professional designation, rather than as ranked faculty (Section 2.10.A.1.), would prohibit future Athletic Directors from being hired as tenured, ranked faculty (as is the current position holder); Chair McGehee replied that the hiring of future Athletic Directors under faculty rank (rather than professional designation) would be handled on a case-by-case basis. Senator Nethery questioned the wording addition in Section 4.74.A.2. that states that "Every effort (emphasis added) will be made to notify individuals....," and said that such a statement could open the door for lax administrative procedures. Chair McGehee replied that the funding for term contract appointments is "soft money," and it is difficult to estimate when money will be available. Although Deans and Department Chairs are in contact with faculty, guarantees for term contract renewal cannot be given. Senator Nethery asked why Section 4.74.A.2. changes the wording for one year appointments of lecturers, coaches and athletic directors from "may be..." to "are normally appointed for a term of service not to exceed one year at a time..." and pointed out the potential for abuse and cronyism in signing term contract holders for more than one year. Provost Schliesman stated that limiting coaching contracts to one year at a time would effectively tie the hands of those doing the hiring. Senator Teresa Martin, English, asked if lecturers could be tenured; Chair McGehee replied that lecturers, but not coaches, could be converted to tenure-track positions, and Provost Schliesman added that since coaches do not teach in the classroom, they are not hired in academically ranked positions. Chair McGehee stated that the motivating factor behind these changes is that, as Central has drawn more and more on temporary contract holders, an effort must be made to standardize titles and terms of service.

Senator Ken Hammond, Geography, asked for a definition of "holders" in Section 4.74.6; Chair McGehee explained that there were about 90 term contract appointments in Fall 1991. Senator Hammond declared that to expect term contract holders who earn less than tenure-track faculty to carry a full teaching load (average of 36 credits/year) plus fulfill non-teaching load requirements is not reasonable or fair and will open the door to abuse. Chair McGehee replied that some temporary faculty have expressed an interest in committee service. Senator Hammond reiterated that Central should strongly consider the direction in which it is headed by hiring more and more temporary faculty. Chair McGehee pointed out that some long-time temporary faculty have been kept from tenure-track positions because they have not completed minimum degree requirements.

Vote was held on MOTION NO. 2843. Motion passed.

***MOTION NO. 2844** Owen Pratz moved approval of Faculty Code changes, as follows:

LEAVE AND RETIREMENT

[EDITORIAL CHANGE -- removal of sexist language]

9.92 Phased Retirement for Faculty

- G. The phased-retiree shall be required to meet all the obligations of classroom teaching, including holding office hours, but ~~he~~ shall not be required to perform other duties such as research, public service, service on departmental and other university committees and acceptance of special assignment. A phased-retiree may serve on university committees according to section 9.95B.10.

SUMMER SESSION

15.30 Summer Salaries

Unless otherwise provided in this code, the salaries of regular university faculty teaching at least twelve credit hours during the full summer session, in addition to their regular academic contract year, shall be 2/9ths of the salary for the previous academic contract year. ~~Salary shall be prorated for a partial load based on credit hours taught.~~ Procedures for proration of salary based on class size and number of credit hours taught shall be established within each school in the university. [BT Motion 5932, 9/20/85]

RATIONALE:

The issue of summer session salaries seems to have been precipitated by settlement of a proration grievance. Summer session administrators seem to be demanding more flexibility to meet the varying needs of the different schools within the university. It would seem that a change such as this would accommodate those needs with minimum disruption of other guarantees to faculty contained in this section.

[EDITORIAL CHANGE - change in reporting authority; became effective 1/17/91]

15.20 Summer School Appointment

Except as provided in Section 4.85C, appointment to teach in summer school shall be decided on the basis of the program requirements of the university. Whenever any department has more regular faculty members

wishing to teach for the summer than there are positions to be filled by members of that department, recommendations for appointment by the department chair and the deans to the ~~Dean of extended-university programs~~ vice provost and dean of undergraduate studies and the provost and vice president for academic affairs shall be made according to the following provisions and restrictions:

{A,B,D,E and F remain the same}

- C. As long as basis program requirements of the university are met, a plan for rotation of summer school appointments within a department may be recommended by the department. The plan shall be completed far enough in advance to allow for review and program development. One copy of the department minutes of each department meeting establishing such recommended policies shall be filed with the ~~Dean of extended-university programs~~ vice provost and dean of undergraduate studies, the appropriate dean and the provost and vice president for academic affairs. Such rotation plans are subject to the approval of the appropriate dean and the provost and vice president for academic affairs.

GENERAL EMPLOYMENT CONDITIONS

7.25 Faculty Loads - Adjustments

- C. The Chair of the Faculty Senate shall receive 50% released time from regular duties during the term of office. [BT Motion 6060, 2/20/87] For the duration of service as Chair, minimum academic year replacement costs for program continuity will be provided to the department or program from which the Chair is released.

FACULTY SENATE

3.15 Faculty Senate - Membership

- A. The Faculty Senate shall be comprised of:

1. the following voting members selected from faculty who have no part-time or full-time administrative duties. For the purposes of this section, department chairs are not administrators: [BT Motion 5932, 9/20/85]
 - a. One senator and an alternate elected from each academic department and from ~~each of the following: library faculty and combined membership of the Counseling and Testing Services;~~
 - b. At Large Additional senators, allocated to departments as specified in the Faculty Senate bylaws, each with an alternate, equal in number to one-fourth (1/4) of all departments and faculty units represented on the Faculty Senate and rounded to the nearest whole number;
 - c. Three (3) full-time students, elected by the student body.
2. The president of the university, ex officio (non-voting).

RATIONAL: 9/25/90 memo from Wells McNelly, Student Health and Counseling, requesting that Counseling be removed from Faculty Senate as "department" now exists as a one-member entity; of those originally ranked and tenured in the department, only three remain: one is an administrator and one teaches full-time for the Psychology Department and is paid from that budget.

* * * * *

3.25 Committees

- A. The Faculty Senate shall establish the following standing committees, with powers and duties as described;

{3.25, A, 1-5, remain unchanged}

- [NEW SECTION] 6. The Faculty Senate Public Affairs Committee shall be concerned with matters relating to developing and expressing faculty positions for presentation by authorized university representatives before the State Legislature, Congress and other legislative bodies, as well as other bodies, public and private, which affect faculty interests and welfare. It shall advise the Faculty Legislative Representative(s), ascertain and articulate faculty positions on issues, act as liaison with the

Director of Legislative Relations, and do other such similar things as may be requested by or approved by the Senate Executive Committee.

Sections IV.B.1. and 2. of the Senate Bylaws notwithstanding, the membership of the Public Affairs Committee will be the Vice-Chair of the Faculty Senate, the Faculty Legislative Representative, two members of the Council of Faculty Representatives, and one or more additional faculty members. The Vice-Chair of the Faculty Senate shall chair the committee.

Senator Ed Golden objected that the proposed addition of prorotation of Summer Session salaries to Section 15.30 should be a limited concept, and the faculty should be safeguarded from indiscriminate prorotation. Owen Pratz pointed out that the original recommendation by the administration was to remove all mention of Summer Session from the Faculty Code, and the School of Business and Economics may be operating under different Summer Session rules than the other schools.

***MOTION NO. 2845** Ed Golden moved and Erlice Killorn seconded a motion to table MOTION NO. 2844 until the May 20, 1992 Faculty Senate meeting. Motion passed (one no vote).

The Faculty Senate expressed no sentiment for suspending the Operating Procedures and extending the meeting past 5:00 p.m.; no objection was expressed to re-ordering the agenda to consider "Old Business."

OLD BUSINESS

***MOTION NO. 2846** Charles McGehee moved approval of changes to the Faculty Senate Bylaws, as follows:

IV. Committees

A. Executive Committee

1. Composition

The Executive Committee shall have ~~six~~ five members consisting of the five officers of the Senate: the Chair of the Senate, the Vice Chair, the Secretary, ~~and the two at-large members elected from the Senate membership; and the immediate past Senate Chair shall serve as an advisor to the Executive Committee.~~ Unless a current Senator, the immediate past Senate Chair is without vote..

B. Senate Standing Committees

1. Membership

There shall be five (5) standing committees of the Faculty Senate, as described in Section 3.25 of the Faculty Code: the Faculty Senate Code Committee, the Faculty Senate Budget Committee, the Faculty Senate Curriculum Committee, the Faculty Senate Academic Affairs Committee and the Faculty Senate Personnel Committee. Each standing committee shall consist of five (5) faculty members annually appointed by the Executive Committee and ratified by the Senate at the first regular Senate meeting of the academic year; in addition to the five (5) faculty members of the Senate Academic Affairs Committee and the Senate Curriculum Committee, one non-voting student member shall be appointed to each of these committees by the Faculty Senate Executive Committee from among the student representatives of the Faculty Senate. No more than one (1) committee member may come from any one (1) department or group with Senate representation.

~~At least three (3) members of each committee shall be Senators or Alternates. Other Members may be appointed at-large from among the general faculty with proportional balance sought between the schools. At least one (1) member of each standing committee should have served on the committee the previous year.~~

2. Organization and Procedures

Each standing committee shall elect its own chair from among the ~~Senators on members of the committee.~~ If not a Senator, the chair is ex officio member of the Faculty Senate without vote. ~~and The committee shall establish procedures for its meetings and activities which shall not be inconsistent with the Faculty Code or directions given by the Senate Executive Committee. The standing committees shall report monthly to the Senate or as otherwise directed by the Executive Committee. Standing committees shall normally concern themselves with policy matters. These committees may refer general policy questions or issues relating to specific cases to the Senate Executive Committee for consideration by any standing committee or committees or other interested groups or individuals.~~

Vote was held on MOTION NO. 2846. Motion passed.

ADJOURNMENT

Meeting was adjourned at 5:00 p.m.

* * * * * NEXT REGULAR FACULTY SENATE MEETING: May 20, 1992 * * * * *

CURRICULUM COMMITTEE

- 1) Add consideration of **UCC Page 1152, Course Addition, SOC 464:**
tabled by Senate Curriculum Committee on 2/20/92. Jack Dugan, Sociology, has canvassed other departments (Psychology, Math) for their position on question of duplication of statistical methods courses.

- 2) Changes to **UCC Page 1155, Course Changes/Additions:**

DR 269.1, 269.2, 269.3, Basic Acting ~~Techniques~~ (4,4,4 3,3,3)

DR 369.1, 369.2, 369.3, Intermediate Acting ~~Techniques~~ (4,4,4 3,3,3)

UCC Page 1155 was tabled by the Senate Curriculum Committee on 2/20/92 pending the receipt of a consistent program change for the major (Theatre Arts). During the intervening period, additional program changes were made which required further changes to UCC Page 1155.

- 3) **UCC Page 1166, Course Addition:**

Change title from ~~BISC~~ 593 to BOT 593

***** NOTE MEETING ROOM CHANGE !!! *****
FACULTY SENATE REGULAR MEETING
3:10 p.m., Wednesday, April 29, 1992
SUB 206-207

I.
II.
III.
IV.

ROLL CALL

CHANGES TO AGENDA

APPROVAL OF MINUTES - April 8, 1992

COMMUNICATIONS

-4/6/92 memo from President Ivory Nelson requesting faculty nominations for Search Committees for Provost and Vice President for Academic Affairs; referred to Executive Committee.

-4/8/92 letter from Connie Roberts, Dean of Undergraduate Studies, regarding Undergraduate Council recommendation to change Graduation with Distinction policy; referred to Academic Affairs Committee.

-4/13/92 letter from Mrs. Sterling Munro; referred to Executive Committee.

-4/16/92 memo from Karen Adamson, Accounting, re. faculty gender and salaries; referred to Executive Committee.

-4/20/92 memo from Connie Roberts re. 1993-94, 1994-95 Quarterly Calendars; see Chair's report below.

-4/21/92 letter from Nancy Howard, Director of Affirmative Action, re. faculty salary study; referred to Senate Executive Committee.

V.

REPORTS

1. CHAIR

-Letter from Mrs. Sterling Munro

-MOTION: 1993-94 and 1994-95 Quarterly Calendar (attached)

2. PRESIDENT

3. EXTENDED UNIVERSITY PROGRAMS - Carol Barnes, Dean (self-support vs. state support for off-campus programs; relationship of on-campus to off-campus programs)

4. FACULTY RETIREMENT OPTIONS - Ona Youmans and Carol King, C.W.U. Benefits Officers

5. ACADEMIC AFFAIRS COMMITTEE

6. BUDGET COMMITTEE

-MOTION: 1/1/93 Faculty Salary Distribution (attached)

7. CODE COMMITTEE

-MOTIONS: Faculty Code changes (sections 2.10, 3.15, 3.25, 4.50, 4.74, 4.75, 4.80, 5.45, 5.50, 5.55, 7.25, 9.92 and 15.30 - attached)

-Report on additional Code Committee charges

8. CURRICULUM COMMITTEE

-UCC Pages 1155, 1159-60, 1161-62, 1163-65

9. PERSONNEL COMMITTEE

-Faculty Merit Survey Results (attached)

VI.

OLD BUSINESS

-Faculty Senate Bylaws Change - Committee Membership (attached)

VII.

NEW BUSINESS

VIII.

ADJOURNMENT

***** NEXT REGULAR FACULTY SENATE MEETING: May 20, 1992 *****

**REGULAR FACULTY SENATE MEETING
AGENDA
April 29, 1992**

Page 2

CHAIR

MOTION: CWU DRAFT QUARTERLY CALENDAR 1993-94 and 1994-95

FALL QUARTER	1993-94	1994-95
Date admissions process for fall quarter should be completed	May 1	May 1
Advising and orientation of new students	September 20	September 19
Registration	September 20, 21	September 19, 20
Classes begin	September 22	September 21
Change of Class Schedule Period	September 22-28	September 21-27
Uncontested Withdrawal Deadline	November 5	November 4
Advising Week	November 1-5	October 31-November 4
Veterans Day Holiday	November 11	November 11
Pre-registration for Winter Quarter	November 8-10	November 7-10
Thanksgiving Recess (begins noon Wednesday)	November 24, 25, 26	November 23, 24, 25
Final Exam Week	December 4-10	December 5-9
DAYS OF INSTRUCTION	54.5	54.5
WINTER QUARTER	1993-94	1994-95
Date admissions process for Winter Quarter should be completed	October 1	October 1
Advising and orientation of new students	January 3	January 2
Registration	January 3	January 2
Classes begin	January 4	January 3
Change of Class Schedule Period	January 4-10	January 3-9
Martin Luther King Jr.'s Day Holiday	January 17	January 16
Uncontested Withdrawal Deadline	February 11	February 10
Advising Week	February 14-18	February 13-17
Presidents' Day Holiday	February 21	February 20
Pre-registration for Spring Quarter	February 22-March 4	February 21-March 3
Final Exam Week	March 14-18	March 13-17
DAYS OF INSTRUCTION	52	52
SPRING QUARTER	1993-94	1994-95
Date admissions process for Spring Quarter should be completed	February 1	February 1
Advising and orientation of new students	March 28	March 27
Registration	March 28	March 27
Classes begin	March 29	March 28
Change of Class Schedule Period	March 29-April 4	March 28-April 3
Uncontested Withdrawal Deadline	May 6	May 5
Advising Week	May 9-13	May 8-12
Pre-registration for Fall Quarter	May 16-27	May 15-26
Memorial Day Holiday	May 30	May 29
Final Exam Week	June 6-10	June 5-9
Commencement	June 11	June 10
DAYS OF INSTRUCTION	53	53
SUMMER QUARTER	1993-94	1994-95
Date admissions process for Summer Quarter should be completed	June 1	June 1
Registration (First, Second, Full and 4 Weeks)	June 20	June 19
Classes begin (First and Full Sessions)	June 20	June 19
Change of Class Schedule Period	June 21-22	June 20-21
Classes begin (Six Week Session)	June 27	June 26
Independence Day Holiday	July 4	July 4
First Term Classes	July 20	July 19
Registration (Second Term Only)	July 21	July 20
Classes begin (Second Term)	July 21	July 20
Change of Class Schedule Deadline (Second Term)	July 22	July 21
Six Week Session Classes	August 5	August 4
Second and Full Term Class	August 19	August 18

BUDGET COMMITTEE

PROPOSED ALLOCATION OF 1/1/93 FACULTY SALARY INCREASE

MOTION: The Faculty Senate Budget Committee proposes that the 3% salary increase for teaching and research faculty be allocated as follows:

- A. 0.5% to be used for merit increase;
- B. 2.5% to be used as an across-the-board increase.

It is further recommended that Academic Librarians and Counselors be granted a 2.5% salary increase, with the remaining 0.5% increase used to remedy "salary inequities."

RATIONALE: The budget bill states that, for teaching and research faculty, there will be an average 3% salary increase. There are no further restrictions or directions. It also states that "exempt" employees, which includes academic librarians and counselors, will receive a minimum 2.5% increase; the remainder will be used for salary inequities.

This would enable C.W.U. to have one salary scale for faculty, librarians and counselors and delay further the fragmentation of our salary scale.

CODE COMMITTEE

[All of the following changes regarding the nature of faculty assignments in sections 2.10, 4.50, 4.74, 4.75, 4.80, 5.45, 5.50 and 5.55 have been reviewed and approved by the Senate Executive Committee and the Deans' Council.]

MOTION #1

FACULTY DEFINED; RIGHTS AND RESPONSIBILITIES

2.10 Faculty - Defined

- A. As used in this Faculty Code, the word "faculty" shall mean only those individuals employed full time by the university:
 - 1. who teach, coach, serve as athletic director, supervise, research, or engage in similar academic endeavors in which students receive credit or academic benefit and who hold one (1) of the following academic ranks: professor, associate professor, or assistant professor, or who hold one of the following professional designations: lecturer, ~~instructor~~, coach, or athletic director. [BT Motion 6330, 6/15/90]
 - 2. who occupy administrative positions and who hold one (1) of the professional ranks listed in Section 4.20, and
 - a. who hold academic tenure or
 - b. who occupy one (1) of the following administrative posts: President, Provost and Vice President for Academic Affairs, Dean of Graduate Studies, Dean of Undergraduate Studies, dean of an academic school or college, Dean of Extended University

Programs, or Dean of Library Services.

3. ~~who serve as librarians and/or professional media specialists or who serve as members of the counseling and testing services and who hold one (1) of the professional designations or academic ranks~~ academic ranks or professional designations listed in Section 2.10 A.1.

- B. The word "faculty" as used in this code does not apply to any other employees of the university, including but not limited to adjunct faculty, part-time faculty (less than full-time assignment, by academic year or by quarterly assignment), emeriti on phased retirement notwithstanding section 9.92.F. of the Faculty Code, civil service employees, civil service exempt employees without academic rank and student employees. Such employees are not entitled to the rights and privileges of this code unless specific code provisions make such allowances.

APPOINTMENTS - ACADEMIC RANK AND DESIGNATIONS

[Inclusion of Section 4.40 is informational only — NO PROPOSED CHANGES]

4.40 Academic Rank - Limitations

The conferral and possession of academic rank shall be subject to the following limitations:

- A. The rank possessed by a faculty member appointed as a substitute for a faculty member on leave or otherwise absent need not correspond with the rank of the absent faculty member.
- B. In emergency situations individuals may be appointed to faculty positions without rank, provided that such appointments shall not be for more than one (1) academic year.
- C. There shall be no arbitrary apportionment of ranks, either within departments, schools, or throughout the faculty as a whole. The needs of the university programs and the ability of the university to finance various rank distributions, however, shall be considered by the Board of Trustees, the president, the provost and vice president for academic affairs, and the Faculty Senate.
- D. The university shall acknowledge the increased value of the faculty due to previous experience.
- E. As a general policy, new appointments are made at the rank of assistant professor. [BT Motion 6330, 6/15/90]
- F. Adjunct, lecturer, and other such positions are considered "designations" and not "ranks."

4.50 Kinds of Appointments [BT Motion 6023, 9/29/86] [BT Motion 6330, 6/15/90]

- A. ~~With the exception of special appointments clearly and specifically limited to a brief association of one (1) year or less with the university (e.g., visiting faculty, part-time faculty, acting appointments, emergency appointments, lecturers, consultants), and appointments or reappointments of retired faculty members on special conditions, all full-time academic appointments to the rank of assistant professor or higher shall be of four the following kinds:~~

- [NEW SECTION] 1. probationary, tenure-track appointments;
2. appointments with tenure;
3. administrative appointments;
- [NEW SECTION] 4. continuing renewable appointments without tenure (~~lecturers~~);
- [NEW SECTION] 5. Adjunct appointments (instruction, research or clinical practice; clearly and specifically limited to specific courses, projects or service and limited in time by the duration of the specific assignment);
- [NEW SECTION] 6. Special appointments (clearly and specifically limited to a brief association of one (1) year or less

with the university, e.g., visiting faculty, emergency appointments, reappointments of retired faculty members on special conditions, advisors or counsellors, etc.)

- B. Those who hold probationary tenure-track or continuing appointments are automatically entitled to a new contract if they are not notified of nonrenewal according to the notice requirements of this code. (See also section 5.45.) [BT Motion 6156, 6/17/88]

4.74 Renewable Contract Appointments Lecturers, Adjuncts [BT Motion 5932, 9/20/85]

Non-tenure-track ranked positions and Lecturers, coaches, athletic directors or adjuncts may be appointed by the Board of Trustees upon recommendation of an academic department, the appropriate academic administrators and the president when, in the judgment of the department, such appointments are desirable to help the department meet teaching loads.

A. Non-Tenure-Track Ranked Positions and Lecturer - Rights, Privileges, and Limitations

Except as otherwise provided in the Faculty Code, these appointments shall have the following rights and privileges, and are subject to the following limitations:

1. Individuals appointed to the position of assistant professor, associate professor or professor on a renewable non-tenure-track contract have academic rank. Individuals appointed to the position of lecturer, coach or athletic director do not hold academic rank.
2. Non-tenure-track ranked positions, A Lecturers, coaches and athletic directors may be are normally appointed for a term of service not to exceed one year at a time, and may be subsequently reappointed for an additional term or terms of service, and may be appointed to either full or part-time positions. Every effort will be made to notify individuals in such full-time positions in writing three months prior to expiration of the contract of intent to renew the contract. (See also section 5.50.)
3. The appointment of non-tenure-track ranked positions, coaches, athletic directors and lecturers is made by the Board of Trustees upon recommendation of the department involved and approval by the appropriate dean, the Provost and Vice-President for Academic Affairs, and the President.
4. A non-tenure-track ranked position, coach, athletic director or lecturer is not eligible for promotion, professional leave, tenure, and other similar benefits. However, A lecturer may at any time be given a ~~renewable~~ tenure-track or non-tenure track renewable appointment with academic rank subject to the qualifications specified in section 4.30 of the Faculty Code and, with such ~~renewable~~ appointment, upon recommendation of the department and approval by the appropriate dean, the Provost and Vice-President for Academic Affairs and the President, may be given the right by the trustees to apply the length of time served ~~as lecturer~~ towards promotion, tenure, and professional leave or other similar benefits where applicable.
5. In appropriate cases unusual titles may be utilized with the lecturer classification, such as Senior Lecturer, unless restricted by this code.
6. All holders of full-time renewable contracts ~~lecturers~~ have rights and privileges of faculty as stipulated in Section 2.20, unless otherwise restricted by this code. Their teaching and non-teaching loads are governed by section 7.20 of the Faculty Code. They may serve on committees without restriction but may serve on the Faculty Senate only after three years continuous employment.
- [NEW SECTION] 7. Renewable contract appointments bearing the same academic rank titles as tenure-track appointments must meet the minimum qualifications required of tenure-track appointments of the same title as provided for in section 4.30 of this Code. If a person with a renewable contract appointment is transferred to a tenure track appointment, the rank of the tenure-track

appointment, if ranked, may differ from the renewable contract non-tenure-track rank subject to the limitations of section 4.30, and is to be determined upon recommendation by the department, with the approval of the appropriate dean and the provost and vice-president for academic affairs and the president.

B. Adjunct Appointments

1. Academically qualified individuals who may be needed to assist with instructional, clinical or research programs, sometimes with nominal or no stipend, may be appointed by the Board of Trustees as adjunct faculty members with appropriate designation or academic title (i.e., lecturer, assistant professor, associate professor, or professor, etc.) and the appropriate parenthetic descriptions (Instruction, Clinical, Research). Each appointment is subject to the criteria for academic titles set forth in section 4.30 of the Faculty Code and to the recommendation of a department or program, the appropriate dean, the provost and vice president for academic affairs, and the president. Each adjunct appointment shall be for a specified task, project or service limited in time to the duration of the specific assignment period of time and may be renewed. These appointments should be directly related to the academic mission of the university and are not to be used as honorary titles nor to accommodate the interests of professional persons from outside the university. Such appointments are not intended to replace regular full-time or part-time faculty members. Adjuncts are not eligible for rank, tenure, or faculty privileges, except as given in Section 4.74.B.3.
2. Adjuncts may be appointed to serve in the following ways:
 - a. Adjunct (Instruction) may be appointed to provide field supervision and consultation, and/or instruct classes where no regular instructional employee is available or possesses the necessary expertise or as emergency situations require.
 - b. Adjunct (Research) may be appointed to direct or engage in research under a grant from an outside agency and may receive a stipend from the university under the conditions of the grant.
 - c. Adjunct (Clinical) may be appointed, if properly certified and in active clinical practice in the medical, dental or veterinary fields, in various academic programs where such expertise is needed.
3. While appointments covered in this section (4.74.B) may carry no salary stipend and service does not apply toward tenure or promotion, the appointments do carry the following privileges:
 - a. Use of available university facilities, including library, as required for the adjunct's assignment.
 - b. Faculty rates at athletic and other events.
 - c. Employee benefits if and as stipulated in the individual adjunct's contractual agreement with the university.

4.75

Special Appointments

- A. The Board of Trustees may authorize full or part-time special appointments clearly and specifically limited to a brief association of one (1) year or less with the university, e.g., visiting faculty, emergency appointments, reappointments or retired faculty members on special conditions, advisors or counsellors, etc. using titles such as advisor or counselor. These shall be ~~term~~ appointments specifying a starting date and an expiration date. Service in such positions does not count toward tenure. Recommendations for such appointments are processed through departments and the appropriate academic administrators.
- B. Special appointments (~~term contracts~~) do not carry the right of renewal. Each such appointment contract shall specify a starting date and an expiration date. Such contracts do not carry implied or contractual understandings which provide entitlement to further employment. [BT Motion 5932, 9/20/85]

- C. Faculty who have special appointments are not eligible for merit or promotion. The appointee's salary level shall be set at each appointment after consultation with the department or program to which the appointment is made. [BT Motion 6023, 9/29/86] [BT Motion 6330, 6/15/90]

[Inclusion of Section 4.77 is informational only; NO PROPOSED CHANGES.]

4.77 Part-Time Appointments

- A. A part-time appointment is one which clearly limits the contract duties of the individual with the university to less than a normal full-time assignment for the contract period. Part-time appointments are not in any way applicable to the computation of time of employment for tenure purposes.
- B. Part-time appointments are for specific assignments with payment set accordingly. Payment is for the classes taught or for the specific assignment according to Section 8.44. Part-time faculty who teach are not expected to assume the 20 percent non-teaching responsibility or be paid for it.

[DELETE
SECTION]

4.80 Non-tenured Teaching Faculty Appointments

~~Except as otherwise provided in this code, non-tenured appointments shall be made for no more than one (1) academic year at a time.~~

REAPPOINTMENT, TENURE, NONREAPPOINTMENT OF FACULTY

5.45

Non-Reemployment of Term Employees Non-renewal of Renewable Appointments Without Tenure, Special Appointments, Probationary Tenure-Track Appointments, and Adjuncts

- A. ~~Non-reemployment~~ Non-renewal of a ~~term or~~ renewable appointment without tenure, special appointment, or probationary ~~employee~~ tenure-track appointment at the end of the term of employment is not subject to investigation and review except that the employee may request an investigation and review to establish that written notice was or was not received in accordance with the provisions of this code or that ~~his~~ the person's academic freedom was violated. In such cases, the investigation and review will be concerned only with these possibilities and will not consider grounds for ~~non-employment~~ non-renewal (see Sections 4.50, 4.75B and 5.55).
- B. American educational practice permits great fluidity in the testing of a faculty member's permanent usefulness in a particular institution. The initial or experimental phase of a faculty member's career at an institution is wisely characterized by a minimum of formal judgment. Furthermore, ~~non-tenure~~ renewable appointments without tenure, special appointments, probationary tenure-track and adjunct appointments sometimes fall within the marginal area of an institution's educational and financial program; the termination of a faculty member may have no bearing whatsoever upon ~~his~~ the person's professional capacity. In addition, institutional policy does not envision granting tenure to all appointees.
- ~~C.~~ D. Central Washington University recognizes that the non-tenured member of the faculty, regardless of rank or designation, is entitled to the full protection of academic due process subject to the limitations noted in section 5.45A and to the traditional guarantees of academic freedom extended to tenured members of the faculty.
- ~~C.~~ D. Institutional responsibility begins with the initial appointment. Recommendations for such appointments shall be made by department or section chairs or other administrative officers only after due consultation with the department/section members. On the advice of the chair, the appropriate dean or director and the provost and vice president for academic affairs shall so state in writing to the new appointee at the time of first appointment, if for any reason the institution does not consider him/her eligible for tenure. Special procedures used by the department or section, if any, will be made known to each newly appointed member of the faculty by the chair.
- ~~D.~~ E. Subsequent to the initial appointment, departments/sections shall provide all appointees eligible for tenure or for ~~continuing~~ renewable appointment without tenure a fair opportunity to participate in the professional work of the department/section insofar as it is consonant with policy. The institution recognizes that the new faculty members are serving a kind of internship and that may not always be the best judge of their own

effectiveness. The guidance and counsel of senior members of the faculty shall be available to them, as well as the opportunity to demonstrate their professional competence to those who will help determine whether a recommendation for granting tenure will ultimately be made.

- B. F. Upon the request of a faculty member who is in a probationary tenure-track position and who is not reappointed, or is denied tenure, the appropriate administrative officer of the institution shall provide a statement of the reasons of the peer review committee and of participating administrative officers for the unfavorable decision. (Ref. RCW 28B.10.648.) [BT Motion 5932, 9/20/85]
- B. G. Faculty members appointed to tenure-track positions are considered eligible for consideration for probationary reappointment until such time as they are not reappointed or obtain tenure. A faculty member denied tenure cannot be reappointed to another tenure-track position unless the dismissal occurred under financial exigency or unless there is a break in service of at least one year and the reason for not granting tenure has been overcome.

5.50 Nonreappointment - Notice Requirements

A. Except with dismissal or termination as provided in this code, written notice by the president or his designee of a decision not to renew any faculty member's probationary tenure-track appointment, or of any intention not to recommend reappointment of any faculty member's probationary tenure-track appointment to the Board of Trustees, shall be made according to the following schedule:

- A. 1. By March 15 or at least three (3) months before the end of his duties during the first academic year of service at the university or if a one (1) year academic appointment terminates during an academic year, at least three (3) months in advance of its termination;
- B. 2. Not later than December 15 of the second academic year of service at the university, or if a second-year appointment terminates during an academic year, at least five (5) months in advance of the effective date of termination;
- C. 3. By December 15 of the third academic year of service at the university, if the appointment expires at the end of the academic year, or if a third-year appointment terminates during an academic year, at least six (6) months in advance of the effective date of termination;
- D. 4. At least twelve (12) months before the expiration of an appointment after three (3) or more years of service at the university.

[NEW SECTION] B. Renewable appointments without tenure, adjunct and special appointments automatically expire at the time set forth in the contract. (See also sections 4.74.A.2 and 4.75.B.)

5.55 Nonreappointment - Academic Freedom

If a faculty member on probationary ~~as~~ tenure-track, renewable, adjunct, special or administrative appointment, who is not tenured, alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him/her, the allegation will be given preliminary consideration by the Faculty Grievance Committee according to the procedures outlined in Section 12 of this Code. (See also sections 5.45C and 5.45E.) [BT Motion 5932, 9/20/85]

.....
.....

MOTION #2

LEAVE AND RETIREMENT

[EDITORIAL CHANGE -- removal of sexist language]

9.92 Phased Retirement for Faculty

- G. The phased-retiree shall be required to meet all the obligations of classroom teaching, including holding office hours, but ~~he~~ shall not be required to perform other duties such as research, public service, service on departmental and other university committees and acceptance of special assignment. A phased-retiree may

serve on university committees according to section 9.95B.10.

SUMMER SESSION

15.30 Summer Salaries

Unless otherwise provided in this code, the salaries of regular university faculty teaching at least twelve credit hours during the full summer session, in addition to their regular academic contract year, shall be 2/9ths of the salary for the previous academic contract year. ~~Salary shall be prorated for a partial load based on credit hours taught.~~ Procedures for proration of salary based on class size and number of credit hours taught shall be established within each school in the university. [BT Motion 5932, 9/20/85]

RATIONALE: The issue of summer session salaries seems to have been precipitated by settlement of a proration grievance. Summer session administrators seem to be demanding more flexibility to meet the varying needs of the different schools within the university. It would seem that a change such as this would accommodate those needs with minimum disruption of other guarantees to faculty contained in this section.

[EDITORIAL CHANGE - change in reporting authority; became effective 1/17/91]

15.20 Summer School Appointment

Except as provided in Section 4.85C, appointment to teach in summer school shall be decided on the basis of the program requirements of the university. Whenever any department has more regular faculty members wishing to teach for the summer than there are positions to be filled by members of that department, recommendations for appointment by the department chair and the deans to the ~~dean of extended university programs~~ vice provost and dean of undergraduate studies and the provost and vice president for academic affairs shall be made according to the following provisions and restrictions:

{A,B,D,E and F remain the same}

- C. As long as basis program requirements of the university are met, a plan for rotation of summer school appointments within a department may be recommended by the department. The plan shall be completed far enough in advance to allow for review and program development. One copy of the department minutes of each department meeting establishing such recommended policies shall be filed with the ~~dean of extended university programs~~ vice provost and dean of undergraduate studies, the appropriate dean and the provost and vice president for academic affairs. Such rotation plans are subject to the approval of the appropriate dean and the provost and vice president for academic affairs.

GENERAL EMPLOYMENT CONDITIONS

7.25 Faculty Loads - Adjustments

- C. The Chair of the Faculty Senate shall receive 50% released time from regular duties during the term of office. [BT Motion 6060, 2/20/87] For the duration of service as Chair, minimum academic year replacement costs for program continuity will be provided to the department or program from which the Chair is released.

FACULTY SENATE

3.15 Faculty Senate - Membership

- A. The Faculty Senate shall be comprised of:

1. the following voting members selected from faculty who have no part-time or full-time administrative duties. For the purposes of this section, department chairs are not administrators: [BT Motion 5932, 9/20/85]

- a. One senator and an alternate elected from each academic department and from each of the following:

~~library faculty and combined membership of the Counseling and Testing Services;~~

- b. ~~Additional~~ Additional senators, allocated to departments as specified in the Faculty Senate bylaws, each with an alternate, equal in number to one-fourth (1/4) of all departments and faculty units represented on the Faculty Senate and rounded to the nearest whole number;
 - c. Three (3) full-time students, elected by the student body.
2. The president of the university, ex officio (non-voting).

RATIONAL: 9/25/90 memo from Wells McNelly, Student Health and Counseling, requesting that Counseling be removed from Faculty Senate as "department" now exists as a one-member entity; of those originally ranked and tenured in the department, only three remain: one is an administrator and one teaches full-time for the Psychology Department and is paid from that budget.

.....

3.25 Committees

- A. The Faculty Senate shall establish the following standing committees, with powers and duties as described;

{3.25, A, 1-5, remain unchanged}

- [NEW SECTION] 6. The Faculty Senate Public Affairs Committee shall be concerned with matters relating to developing and expressing faculty positions for presentation by authorized university representatives before the State Legislature, Congress and other legislative bodies, as well as other bodies, public and private, which affect faculty interests and welfare. It shall advise the Faculty Legislative Representative(s), ascertain and articulate faculty positions on issues, act as liaison with the Director of Legislative Relations, and do other such similar things as may be requested by or approved by the Senate Executive Committee.

Sections IV.B.1. and 2. of the Senate Bylaws notwithstanding, the membership of the Public Affairs Committee will be the Vice-Chair of the Faculty Senate, the Faculty Legislative Representative, two members of the Council of Faculty Representatives, and one or more additional faculty members. The Vice-Chair of the Faculty Senate shall chair the committee.

.....

OLD BUSINESS

FACULTY SENATE BYLAWS - PROPOSED CHANGE:

IV. Committees

A. Executive Committee

1. Composition

The Executive Committee shall have ~~six~~ five members consisting of the five officers of the Senate: the Chair of the Senate, the Vice Chair, the Secretary, and the two at-large members elected from the Senate membership; and The immediate past Senate Chair shall serve as an advisor to the Executive Committee. Unless a current Senator, the immediate past Senate Chair is without vote.

B. Senate Standing Committees

1. Membership

There shall be five (5) standing committees of the Faculty Senate, as described in Section 3.25 of the Faculty Code: the Faculty Senate Code Committee, the Faculty Senate Budget Committee, the Faculty Senate Curriculum Committee, the Faculty Senate Academic Affairs Committee and the Faculty Senate Personnel Committee. Each standing committee shall consist of five (5) faculty members annually appointed by the Executive Committee and ratified by the Senate at the first regular Senate meeting of the academic year; in addition to the five (5) faculty members of the Senate Academic Affairs Committee and the Senate

Curriculum Committee, one non-voting student member shall be appointed to each of these committees by the Faculty Senate Executive Committee from among the student representatives of the Faculty Senate. No more than one (1) committee member may come from any one (1) department or group with Senate representation. ~~At least three (2) members of each committee shall be Senators or Alternates. Other~~ Members may be appointed ~~at large~~ from among the general faculty with proportional balance sought between the schools. At least one (1) member of each standing committee should have served on the committee the previous year.

2. Organization and Procedures

Each standing committee shall elect its own chair from among the ~~Senators or~~ members of the committee. If not a Senator, the chair is ex officio member of the Faculty Senate without vote, and The committee shall establish procedures for its meetings and activities which shall not be inconsistent with the Faculty Code or directions given by the Senate Executive Committee. The standing committees shall report monthly to the Senate or as otherwise directed by the Executive Committee. Standing committees shall normally concern themselves with policy matters. These committees may refer general policy questions or issues relating to specific cases to the Senate Executive Committee for consideration by any standing committee or committees or other interested groups or individuals.

PERSONNEL COMMITTEE

FACULTY MERIT SURVEY

I. Introduction:

- A. Various mandates have necessitated a revision of the faculty merit system at Central Washington University:
 - 1. Specific charges from the Senate Executive Committee.
 - 2. Charge from the faculty. Results from the Faculty Merit Survey indicate we should continue to have merit, but the system should be revised.
 - 3. A recommendation from the President in his Strategic Planning Document.
- B. The recommendations that follow are based on four sources of information that have been accumulated by various Senate Personnel Committees and other ad hoc committees of the University over the last several years.
 - 1. Faculty Merit Survey (3/92)
 - 2. Survey of Department Chairs (3/19/90)
 - 3. Provost Edington's Ad Hoc Committee (6/90)
 - 4. Review of procedures at other Universities.
- C. In the recommendations that follow, three out of four methods are described in which faculty salaries may be adjusted. It is the intention of this committee that the four means of salary adjustment be clearly articulated and procedurally separate.
 - 1. Cost of living (not described in these proposals).
 - 2. Seniority (previously called professional growth).
 - 3. Merit
 - 4. Salary Adjustment

II. Recommendations:

- A. Both merit and seniority awards shall be given.
 - 1. Merit awards shall be given for superior performance based on definitions derived as described below.
 - 2. Seniority awards shall be given for meeting minimum criteria for one's position based on definitions derived as described below.
- B. Both merit and seniority shall be based on established weighting of Teaching, Scholarship, and Service.
 - 1. The relative weights will be determined at the departmental level, but will require approval by the department's academic dean. (NOTE: The Faculty Merit Survey results indicated that faculty opinion was split between having these weights established by individual departments or for the University as a whole.)
 - 2. All areas of professional responsibility must be represented for merit consideration.
- C. Both merit and seniority shall be based on specific criteria within each area of professional responsibility: Teaching, Scholarship, and Service.

1. The specific criteria will be determined at the departmental level but will require approval by the department's academic dean. (NOTE: The Faculty Merit Survey results indicated that faculty opinion was split between having these weights established by individual departments or for the University as a whole. Further, faculty sentiment was evenly split between individual negotiation by faculty members with their respective chairs and personnel committees. At this point, the Personnel Committee is not recommending individual negotiation although it seems a reasonable step from departmental negotiation, which is being recommended, to individual negotiation. Perhaps after a few years under the proposed system, there might be more willingness to try individual negotiation.)
 2. Criteria must be established for each area of professional responsibility.
- D. The process for merit and seniority decisions will be uniform across the University and will include:
1. Published timelines for the decision process, similar to existing schedules, except that:
 - a. Departmental action shall be moved closer in time to the Board decision about the award of merit.
 2. Chairs and personnel committees will prepare and submit to the academic dean two unranked lists. The first will consist of those individuals who meet the criteria for seniority, while the second will include individuals who meet the criteria for merit.
 3. There shall be a written defense prepared by the department for each recommended salary adjustment (both merit and seniority.)
 4. There shall be a three part monitoring system to ensure equity:
 - a. All departments will submit independent recommendations from the chair and a personnel committee of the department, where said committee may be elected by the department or may be the committee of the whole.
 - b. The Deans will review all weights, criteria and supportive materials to ensure that departments have similarly demanding though not necessarily identical standards.
 - c. There shall be established by the Faculty Senate a University wide appeals committee made up of equal representation from the three schools/colleges of the University.
- E. The following additional standards shall exist for the award of merit.
1. Merit decisions will be based on an individual's performance since their last merit award.
 2. All individuals who meet the criteria established for merit and whose documentation is convincing to the academic dean will be awarded merit.
 3. All individuals recommended for merit will share equally in the merit money available.
 4. Merit money will be recorded on one's salary status as a plus amount beyond one's scale step.
 5. Merit awards shall result in a permanent change in one's salary status.
- F. The following additional standards shall exist for the award of seniority advancement.
1. There shall be ceilings on advancement by seniority at each academic rank.
 2. Seniority advancement shall be a step on the salary scale.
- G. The following recommendations are offered regarding "fair market value" adjustment.
1. "Fair market value" adjustments may be appropriate from time to time and should be an option in salary adjustment.
 2. When "fair market value" adjustments are made, they should be made separate from the merit process and should be clearly specified as such.

FACULTY SENATE REGULAR MEETING
AGENDA
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FACULTY MERIT SURVEY

PART I. General Merit Questions

1. Shall the University continue to have a merit system?

117 Yes 43 No

2. If the University continues to have a merit system, shall the merit system continue as currently implemented without revision?

27 Yes 116 No

PART II. Establishment of Merit Criteria

The following questions concern the way in which merit criteria are established. Goal-setting by negotiation is a central part of the new merit proposal. The proposal states that each faculty member will develop an individualized merit-plan which will consist of stated goals and objectives for the coming academic year. This plan, to be negotiated with the department chair, is intended to make the merit decision-making process as objective and as fair to the individual faculty member as possible. Please note that goal setting by individual faculty as proposed in this plan is somewhat different from the process commonly known as "management by objective" in which administrators establish objectives for employee behavior. Please refer to Parts II A, II B, and II C of the Merit Proposal for further clarification.

3. Shall the specific basis for recommending merit be negotiated individually between each faculty member and his/her department chair and/or personnel committee?

79 Yes 79 No

4. Shall these individual negotiations be based on minimum criteria within each area (i.e., research, teaching, scholarship) established by

30 a. the University as a whole?
22 b. the school or college only?
58 c. the department only?
7 d. the individual only?
15 e. no minimum criteria

5. Shall merit be based on designated standards that specify the relative weight of performance in teaching, scholarship, and service?

91 Yes 65 No

6. If standards are designated, should they be uniform (select one of the following)

51 a. across all departments of the University?
29 b. within a given college or school only?
58 c. within a given department only?

7. Shall merit awards be based on the faculty member's accomplishments

30 a. for a given year only?
103 b. since the last merit award was given?
22 c. based on average yearly accomplishments since the last merit award was given?

PART III. Distribution of Merit Award

The following questions concern the nature of the merit award. The proposal recommends that all faculty who have realized the goals established for merit will be so labeled and that the pool of money available for merit will be equally divided among them. For further information, please refer to Part III C of the Merit Proposal.

8. Shall a merit system reward

131 a. all those who meet established criteria for merit?
22 b. a designated portion of the faculty who meet established criteria for merit?

9. Shall merit awards be

53 a. a bonus for one year only?
105 b. a means of moving ahead permanently on the salary schedule?

**FACULTY SENATE REGULAR MEETING
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10. Shall the amount of the merit award be

- 66 a. A fixed amount across all of those receiving merit.
77 b. An amount equivalent to one step on the salary schedule based on the person's current level?

11. Approximately what percentage of the faculty is the maximum that

should be awarded merit in any given year? %
0% - 3 10% - 19 20% - 19 30% - 17 40% - 2 50% - 9 60% - 3
70% - 2 80% - 2 90% - 0 100% - 32

PART IV. Uniformity of Procedure

The following questions address the concerns of uniformity of merit awards. The assumption of the merit proposal is that merit will be awarded for meritorious work only, and that other types of salary advancement will be achieved by other means. For further information, please refer to Part II D of the Merit Proposal.

12. Shall there be a uniform procedure (e.g., time lines, use of personnel committee etc.) for awarding merit?

127 Yes 23 No

13. If a uniform process is adopted, shall it be uniform (select one of the following)

- 83 a. across all departments of the University?
32 b. within a given college or school only?
31 c. within a given department only?

14. Shall there be a monitoring system to ensure uniformity of procedure?

114 Yes 25 No

15. If a monitoring system is implemented, which ones of the following do you feel would be appropriate? (Check all that apply.)

- | | | |
|--------|------------|--|
| Marked | Not Marked | |
| 79 | <u>75</u> | a. That the recommendations of a personnel committee should be required in addition to the recommendations of the chair. |
| 33 | <u>121</u> | b. That an ad hoc member assigned from outside the department should participate as a member of the personnel committee. |
| 85 | <u>69</u> | c. That the deans monitor and ensure uniformity across departments. |
| 61 | <u>93</u> | d. That a University-wide appeal committee be established. |
| 6 | <u>148</u> | e. Other (please specify) |

PART V. Salary Advancement by Seniority or Market Adjustment

The following questions concern the topic of salary advancement by means in addition to merit.

16. In addition to merit, shall salary advancement based on seniority be established?

109 Yes 41 No

17. If salary advancement based on seniority is established, shall there be ceilings by rank on seniority?

83 Yes 53 No

18. Shall seniority advancement be automatic regardless of performance?

29 Yes 118 No

19. Shall there be salary adjustment based on "fair market value"?

90 Yes 53 No

20. If salary adjustment based on "fair market value" is established, shall it be funded separately from merit?

120 Yes 14 No

21. If salary adjustment based on "fair market value" is established, shall it be identified as such?

129 Yes 7 No

Thank you for your assistance with this survey. Please submit any other comments that you feel will be helpful to the Senate Personnel Committee in establishing a workable system of awarding merit.

Signature (optional) _____

Department (optional) _____

April 29, 1992

Date

VISITOR SIGN-IN SHEET

DNA Youmans	Personnel Services
Carol King	Personnel Services
Barry Downie	
Anne Deriman	
Barbara Radke	CWU news svcs
Morris UERELACKER	GEOGRAPHY
Miss Henry	
Carol Barnes	Extended Univ. Programs

Please sign your name and return sheet to Faculty Senate secretary directly after the meeting. Thank you.

ROLL CALL 1991-92
FACULTY SENATE MEETING: April 29, 1992

☒ Bruce BAGAMERY
☒ Jim BILYEU
☒ Andrea BOWMAN
☒ Peter BURKHOLDER
☐ David CARNS
☐ John CLARK
☐ Annie CORNELIOUS
☒ Ken CORY
☒ Lin DOUGLAS
☐ Clint DUNCAN
☒ Barney ERICKSON
☒ Ed GOLDEN
☒ Ken HAMMOND
☒ John HERUM
☒ Erlice KILLORN
☐ Steve KIMBALL
☒ Charles MCGEHEE
☐ Jack MCPHERSON
☒ Deborah MEDLAR
☒ Ivory NELSON
☒ Vince NETHERY
☒ Patrick OWENS
☒ Rob PERKINS
☒ John PICKETT
☒ Jim PONZETTI
☒ Owen PRATZ
☒ Don RINGE
☒ Eric ROTH
☒ Chip SIMMONS
☐ Donna SLOMIAN
☒ Stephen SMITH
☒ Stephanie STEIN
☒ Alan TAYLOR
☐ Thomas THELEN
☒ Calvin WILLBERG
☒ Rex WIRTH
☒ Thomas YEH
☐ Roger YU
☒ Mark ZETTERBERG

☐ Hugh SPALL
☐ Dieter ROMBOY
☐ Randy WALLACE
☐ John UTZINGER
☒ Walt KAMINSKI
☒ Terry MARTIN

☐ Margaret SAHLSTRAND
☐ Daniel FENNERTY
☐ Walt EMKEN
☐ Ken GAMON
☐ Connie NOTT
☐ Morris UEBELACKER
☐ Steve OLSON
☐ Patricia MAGUIRE

☐ Charles HAWKINS
☐ Candace SCHULHAUSER
☐ Gary HEESACKER
☐ Don SCHLIESMAN
☐ Stephen JEFFERIES

☐ Wayne KLEMIN
☐ Andrew SPENCER
☐ Ethan BERGMAN
☐ Jim GREEN
☐ Robert BENTLEY
☐ Geoffrey BOERS

☒ Bob CARBAUGH
☐ Stephen SCHEPMAN
☐ Robert GARRETT
☐ John CARR
☐ Barry DONAHUE
☐ Robert JACOBS
☐ Jerry HOGAN
☐ Will SPERRY
☐ Philip SIGNORELLI

April 13, 1992

Dear Mrs. McDeer and dear Family Friends,

Your kind letter in memory
of Alesha is very deeply appreciated
by me and our family. Alesha Jones
Control and her great admiration for
all of you struggling to educate our
future generations of students. It felt
the job you do was the most important
for our society to pursue. Your kind
support was so much appreciated by him
and me. Thank you for your friendship
and your care. Sincerely, Gene Thomas

LYNNWOOD CENTER

Edmonds Community
College
20000 68th Ave. W.
Lynnwood, WA 98036
(206) 771-1574

PROGRAMS

BS Accounting
BS Business
Administration
Finance
General Business
International Business
Management &
Organization
Marketing
BA Law and Justice

SOUTH SEATTLE CENTER

South Seattle Community
College
6000 16th Ave. S.W.
Seattle, WA 98106
(206) 764-6422

PROGRAMS

BS Accounting
BS Business
Administration
Finance
General Business
Management &
Organization
Marketing
BAEd Early Childhood
Education
BA Law and Justice
MEd Reading Specialist
MEd Education
Administration
Principal's Certificate

STEILACOOM CENTER

Pierce College
9401 Farwest Dr. S.W.
Tacoma, WA 98498
(206) 964-6636

PROGRAMS

BS Electronic
Engineering
Technology
BA Law and Justice

YAKIMA CENTER

Yakima Valley
Community College
16th Ave. and
Nob Hill Blvd.
Yakima, WA 98907
(509) 575-2587

PROGRAMS

BAEd Early Childhood
Education
BAEd Special Education
BA Law and Justice

ADMISSIONS

In addition to admission to the University, students must apply for admission to a major program at a specific Center. Most programs require that you (1) have completed the AA degree in Arts and Sciences or 90 quarter hours of transfer credit (2) have a GPA of 2.5 and (3) have fulfilled undergraduate prerequisites.

PROCEDURE

1. Contact the Center you wish to attend and request a University Admissions Application. You must be within one quarter of completing your lower division course work.
2. After your application has been processed and approved by the University, you will receive a Center Admissions Form which should be sent immediately to the appropriate Center.
3. You will be notified by the Center of your status in the program for which you have applied.

Because of the large number of students requesting admission to Westside Centers, the University must limit the number of students who are admitted to each program. Waiting lists have been established in Accounting, Business and Early Childhood Education. Applicants for these programs can anticipate delayed admission.

REGISTRATION

Students pre-register for courses approximately six weeks prior to each quarter. New students register the first week of classes. Call the appropriate Center for specific dates and procedures.

ADVISEMENT

General transfer advisement and specific program advisement are available as well as a transcript evaluation upon admission to the University. Advisement is done by appointment only.

STUDENT SERVICES

The Centers accommodate handicapped students, learning disabled students, and students in need of career placement, counseling and testing.

FINANCIAL AID/VETERANS AFFAIRS

Center students are eligible to apply for financial aid and as veterans. Call the Center for further information.

LIBRARY

Each Center has access to all books in the main campus library through the Community College Library via computer access and courier service. Interlibrary loan is also available.

TEXTBOOKS

All textbooks are purchased through the Community College Bookstore.

INFORMATION

For general information regarding the University, there are toll-free phones available at each Center. Call Extended University Programs (509) 963-1501 or the specific office needed. Call the appropriate Center for specific information regarding programs.

Central Washington University welcomes the opportunity to serve the needs of the placebound students in the Puget Sound area at Lynnwood, South Seattle and Steilacoom and also in the Yakima area. Upper division and graduate coursework leading to baccalaureate and master's degrees have been offered quarterly on a year round basis since 1975. Resident faculty, campus faculty and adjunct faculty provide quality instruction at all four centers.

LYNNWOOD • SOUTH SEATTLE • STEILACOOM • YAKIMA



CENTRAL WASHINGTON UNIVERSITY
OFF CAMPUS DEGREE
CENTERS

"COMMUNITY COLLEGE PARTNERSHIPS"



Central
Washington
University

Office of the President
Bouillon 208H
Ellensburg, Washington
98926

(509) 963-2111

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APR 8 1992

CWU FACULTY SENATE

MEMORANDUM

TO: Faculty Senate, Chair (Charles McGehee)
Association of Administrators, President (Dave Brown)
Employee Council, Chair (Jeanne Fischer)
Associated Student Body President (Eric Peter)
Council of Deans (Don Schliesman)

DATE: April 6, 1992

SUBJECT: Search Committees for Provost and Vice President for Academic Affairs
and Vice President for Student Affairs

It's time for us to begin searches for two key administrative positions: Provost and Vice President for Student Affairs. I want to be ready to advertise both positions as soon as possible. That means search committees must meet this quarter to finalize position announcements and develop recruitment strategies. (I do not expect committees to meet during the summer months.)

Faculty and staff input is vital to both these searches. Please confer with your constituents and provide me with the names of people whom you believe will serve faculty and staff well as search committee members and bring fresh and diverse perspectives to the selection process. I will expect to see the names of both women and people of color among those recommended by the various constituencies. Your recommendations should reach me by April 24, 1992. (You may submit 6-7 names for the Provost search and 3-4 names for the Vice President for Student Affairs.) I reserve the privilege of selecting from among those recommended as well as adding additional faculty or staff at my discretion.

I appreciate your immediate attention to this matter.

Ivory V. Nelson
President

jm

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APR 21 1992

CWU FACULTY SENATE

Memo

To: President Nelson
From: Senate Budget Committee
Date: April 21, 1992
Subject: Salary Increase Proposal

It is proposed by the Budget Committee of the Senate that the 3% salary increase for teaching and research faculty be as follows:

- A. .5% be used for merit increase
- B. 2.5% be used as an across-the-board increase

It is further proposed that Academic Librarians and Counselors be given a 2.5% increase. The remaining .5% of the increase should be used for "salary inequities".

Rationale:

The budget bill states that for teaching and research faculty there will be an average of 3% increase. There are no further restrictions or directions. It also states that "exempt" people, which includes academic librarians and counselors, will receive a minimum of 2.5% increase. The remainder will be used for salary inequities.

This would enable us to have one salary scale for faculty, librarians and counselors and delay further the fragmentation of our salary scale.

/njw

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APR 20 1992

CWU FACULTY SENATE

To: Faculty Senate

From: Karen Adamson *KA*

Date: April 16, 1992

For many years, it has been my hypothesis that females are paid less than males at Central Washington University. Over a year ago I performed a preliminary analysis of salaries by gender to determine if my "gut feeling" had any merit. I took all full-time tenure or tenure-track faculty and averaged the salary step according to gender. Enclosed are the results of this initial analysis indicating a four step difference between males and females. This first run of the data exhibit a potential problem but further analyses need to be performed. My study was very basic and did not consider such factors as rank, length of service, etc.

Would the faculty senate authorize/conduct a study of salary at Central Washington University so these apparent inequities may be addressed. With current legislation at the state and federal level making it against the law to discriminate based on gender, I feel this project is necessary. Thank you for your consideration.

SUMMARY OF SALARY SURVEY
(Note: Results are very preliminary!)

University as a whole:

Average salary step for:	
Males	Step 20.2
Females	Step 16.4

CLAS:

Average salary step for:	
Males:	Step 20.3
Females	Step 16.8

Professional Studies:

Average salary step for:	
Males	Step 18.1
Females	Step 15.0

School of Business & Economics:

Average salary step for:	
Males	Step 23.9
Females	Step 22.0 (3 women @ Steps 27,23,16)

Library:

Average salary step for:	
Males	Step 19.1
Females	Step 13.1 (2 women @ Steps 17 & 9)

Notes: 100% full-time faculty only, no administrators or year-to-year contracts.
Used first name to determine gender.
Data based on 1991 salaries; does not reflect 1/1/92 salary increase.

Central
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Vice Provost and
Dean of Undergraduate Studies

Bouillon 207 I
Ellensburg, Washington 98926

(509) 963-1403

M E M O R A N D U M

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APR 21 1992

CMU FACULTY SENATE

TO: Charlie McGehee
Chair, Faculty Senate

FROM: Connie Roberts *Connie Roberts*
Acting Vice Provost and Dean
of Undergraduate Studies

DATE: April 20, 1992

Please review the attached copy of the University calendar with the Senate Executive Committee and the Faculty Senate if you desire.

After I receive your feedback, the calendar will be submitted to the executive group for approval.

Unat L 7
April 20

CENTRAL WASHINGTON UNIVERSITY--QUARTERLY CALENDAR

FALL QUARTER	1993-94	1994-95
Date admissions process for Fall Quarter should be completed	May 1	May 1
Advising and orientation of new students	September 20	September 19
Registration	September 20, 21	September 19, 20
Classes begin	September 22	September 21
Change of Class Schedule Period	September 22-28	September 21-27
Uncontested Withdrawal Deadline	November 5	November 4
Advising Week	November 1-5	October 31-November 4
Veterans Day Holiday	November 11	November 11
Pre-registration for Winter Quarter	November 8-19	November 7-18
Thanksgiving Recess (begins Noon Wednesday)	November 24, 25, 26	November 23, 24, 25
Final Exam Week	December 6-10	December 5-9
DAYS OF INSTRUCTION	54.5	54.5
WINTER QUARTER	1993-94	1994-95
Date admissions process for Winter Quarter should be completed	October 1	October 1
Advising and orientation of new students	January 3	January 2
Registration	January 3	January 2
Classes begin	January 4	January 3
Change of Class Schedule Period	January 4-10	January 3-9
Martin Luther Kings Jr's. Day Holiday	January 17	January 16
Uncontested Withdrawal Deadline	February 11	February 10
Advising Week	February 14-18	February 13-17
Presidents' Day Holiday	February 21	February 20
Pre-registration for Spring Quarter	February 22-March 4	February 21-March 3
Final Exam Week	March 14-18	March 13-17
DAYS OF INSTRUCTION	52	52
SPRING QUARTER	1993-94	1994-95
Date admissions process for Spring Quarter should be completed	February 1	February 1
Advising and orientation of new students	March 28	March 27
Registration	March 28	March 27
Classes begin	March 29	March 28
Change of Class Schedule Period	March 29-April 4	March 28-April 3
Uncontested Withdrawal Deadline	May 6	May 5
Advising Week	May 9-13	May 8-12
Pre-registration for Fall Quarter	May 16-27	May 15-26
Memorial Day Holiday	May 30	May 29
Final Exam Week	June 6-10	June 5-9
Commencement	June 11	June 10
DAYS OF INSTRUCTION	53	53

Central
Washington
University



Affirmative Action Office

Bouillon 228
Ellensburg, Washington 98926

(509) 963-2205
SCAN: 453-2205

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APR 21 1992

CWU FACULTY SENATE

April 21, 1992

Charles McGehee, Chair
Faculty Senate
CWU

Dear Charles,

I received a copy of Karen Adams' letter to you requesting that the Senate conduct a salary study to see if there are salary inequities based on gender. The last time a salary study was conducted on this campus was in 1977, according to my records. (The results of that study, including methodology, is on file in my office.) The study was developed and conducted by Bernie Martin, in consultation with Wally Webster, the Affirmative Action Officer at that time. It should be noted that men, women and minorities benefitted from the results of that study.

Another study is long overdue. I would like to work with the Senate to develop a methodology which can be replicated on an annual or biennial basis to identify possible salary inequities.

Please keep me informed on the status of Karen's request.

Sincerely,

Nancy E. Howard, Director
Affirmative Action

cc: Donald Schliesman, Provost
and Vice President for Academic Affairs

Central
Washington
University



Faculty Senate

Bouillon 240
Ellensburg, Washington 98926

(509) 963-3231

TO: SENATE ACADEMIC AFFAIRS COMMITTEE
Andrea Bowman, Education (CHAIR)
Peter Burkholder, Philosophy
Ken Hammond, Geography
Gary Heesacker, Accounting
Jan Rizzuti, Math
Chip Simmons, ASCWU/BOD

FROM: Charles McGehee, Chair
Faculty Senate

DATE: April 9, 1992

RE: ADDITIONAL CHARGE

Attached is a recommended policy change concerning Graduation with Distinction passed by the Undergraduate Council on January 28, 1992. Because of the timelines associated with possible implementation of such a policy change this year, it is important that the Academic Affairs Committee review the proposal and make a recommendation to the Senate Executive Committee as quickly as possible!

Here is the timeline: In order for this policy change to be implemented for the 1992 Commencement, the Academic Affairs Committee must recommend it to the Executive Committee by April 22, 1992. If approved, it would be placed on the April 29, 1992 Faculty Senate agenda, and the Senate would then approve/disapprove the change on April 29. The Registrar's Office requires notice of such a policy change by May 1 in order to implement it this year. Connie Roberts, Dean of Undergraduate Studies, has asked Carolyn Wells, Registrar, to run the Spring graduate statistics in two ways: 1) as if the policy change is passed by the Senate on April 29, and 2) as if it is not approved by the Senate. Dean Roberts would be happy to answer any questions the Committee may have regarding this proposal.

The Executive Committee regrets placing you under further deadline pressures, but your prompt attention to this request is appreciated.

c: Connie Roberts, Dean of Undergraduate Studies

sft (COMMITTEE\GRADDIS.POL)

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Vice Provost and
Dean of Undergraduate Studies

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Ellensburg, Washington 98926

(509) 963-1403

April 8, 1992 RECEIVED

APR 9 1992

CWU FACULTY SENATE

Dr. Charles McGehee
Faculty Senate Chair
Campus

Dear Dr. McGehee:

The Undergraduate Council has passed a recommended change in the Graduation with Distinction policy which appears on pages 35 and 36 of the current catalog. The section which deals with the conditions for awarding honors should read as follows:

Honors shall be based on the GPA of all credits earned at Central or transferred from accredited institutions.

At least 75 credits required for the degree must be taken at Central Washington University with a minimum of 60 credits earned in courses taken on the A-F graded basis.

Credits earned by course challenge, military experiences or courses, non-college courses and industrial experience will not be allowed toward the 75 credits required for eligibility.

In essence, the changes reduce the number of credits required from CWU from 90 to 75 and includes all coursework in computing the GPA rather than only the courses taken at CWU. The rationale for this recommendation is to accommodate our more mobile society with so many students transferring in from other institutions. We feel that 75 credits is representative of an individual's performance for granting of honors.

Including all of the student's coursework in computing the GPA seems more equitable to our native CWU students in relationship to our transfer students. Students typically do not do as well their first year in college. The current policy drops those grades out of the average on which honors are based for transferring students but retains that first year for our own students. By using all grades at accredited institutions as the basis for awarding honors, our own native students are not penalized for that Freshman year of adjustment--all students are treated equally.

I hope you will be able to put this recommended policy change on the Executive Committee agenda for April 15 and on the Senate agenda for April 22.

Sincerely,

Connie Roberts
Vice Provost and Dean of Undergraduate Studies

c: Provost